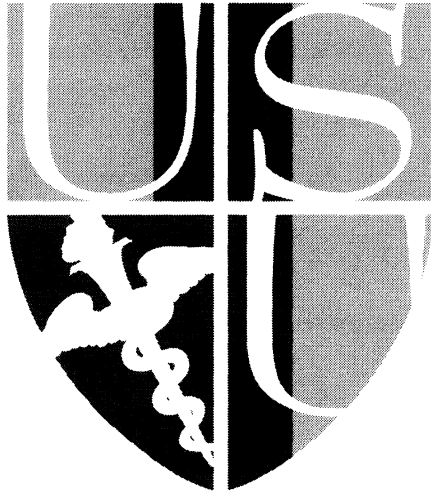


**USUHS  
INSTRUCTION  
5104**

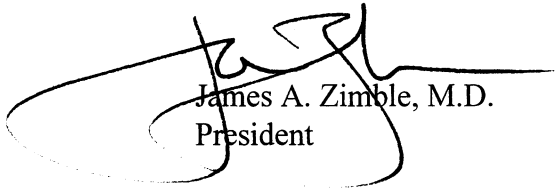




# USUHS



## DIRECTIVE SYSTEM TRANSMITTAL

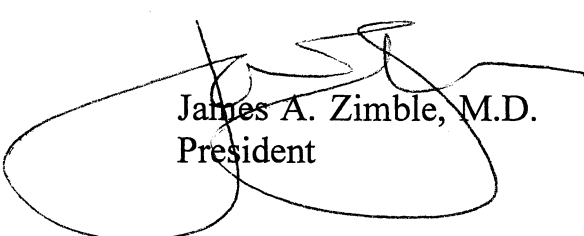
|  |                    |
|--|--------------------|
| NUMBER<br>USUHS I-5104 (PRS) Change-2  | DATE<br>AUG 7 2001 |
| ATTACHMENTS<br><br>None  |                    |
| <p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p>The following change to USUHS Instruction 5104, "Formal Delegation of Authority During Absence of Senior University Officials," dated November 8, 1995 has been authorized.</p> <p><b><u>Addition:</u></b></p> <p><b>D. <u>Policy and Guidelines.</u></b> Add to end of paragraph 1. "The delegation of authority will be distributed electronically, with an official signed copy kept on file."</p> <p><b><u>Effective Date</u></b></p> <p>This change is effective immediately.</p> <div style="text-align: center;"><br/>James A. Zimble, M.D.<br/>President</div> |                    |



USUHS



## DIRECTIVE SYSTEM TRANSMITTAL

|  |                    |
|--|--------------------|
| NUMBER<br>USUHS I-5104 (PRS) Ch-1  | DATE<br>MAR 6 2000 |
| ATTACHMENTS<br>None  |                    |
| <p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p>The following change to USUHS Instruction 5104, "Formal Delegation of Authority During Absence of Senior University Officials," dated November 8, 1995 has been authorized.</p> <p><b><u>Pen Changes</u></b></p> <p><b>REFERENCES</b> page, reference (c), change date to May 17, 1999.</p> <p><b><u>Effective Date</u></b></p> <p>This change is effective immediately.</p> <div style="text-align: center;"><br/>James A. Zimble, M.D.<br/>President</div> |                    |



# UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



## SUBJECT: Formal Delegation of Authority During Absence of Senior University Officials

### Instruction 5104

(PRS)

#### ABSTRACT

This Instruction defines Senior Administrative Officials (SAO) of the Uniformed Services University of the Health Sciences (USUHS) and its schools and establishes procedures for the delegation of authority during the absence of an SAO.

#### **A. Reissuance and Purpose.**

1. This Instruction cancels USUHS Procedure 5104<sup>a</sup> and PPM 90-002<sup>b</sup>. This Instruction also implements DoD Directive 5105.45<sup>c</sup>, USUHS Instruction 5004<sup>d</sup>, and specifies the line of authority.

2. This Instruction sets forth the general procedures for delegation of authority, and to assure the administration, that the acting designee and department/activity members are informed as to the specific individual(s) who is(are) responsible for and has(have) the authority to act during the absence of an SAO.

#### **B. References.** *See Enclosure.*

**C. Applicability.** This Instruction is applicable to all USUHS SAO's.

#### **D. Policy and Guidelines.**

1. At any time an SAO is to be absent from the Washington area for more than two working days, an appropriate individual will be designated, in writing, as having authority and responsibility during the interval of absence (for any type of approved leave).

2. The designation must be specific and submitted for each time interval. The assumption that the Vice-Chair, Deputy, or equivalent automatically has the authority/responsibility is not sufficient.

3. The individual designated as "Acting" will be:

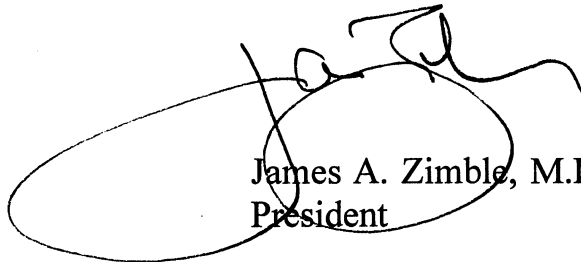
a. a member of the USUHS faculty or staff with a primary appointment in the department/activity concerned;

b. aware of the activities of the department/activity and its chair or activity head; and

c. at the appropriate professional level.

4. SAO includes the President, Vice Presidents, Deans, Brigade Commander, Commandant, Associate and Assistant Deans, Departmental Chairs, General Counsel, and Activity Directors.

**F. Effective Date.** This Instruction is effective immediately.



James A. Zimble, M.D.  
President

Enclosure:  
References

**Enclosure**

**REFERENCES**

- (a) USUHS Procedure 5104,  
"Formal Delegation of Authority  
During Absence of Deans/  
Chairpersons," dated July 31,  
1990 (hereby cancelled)
- (b) University PPM 90-002, "Formal  
Delegation of Authority During  
Absence of Vice President,  
Deans, Chairs, and Activity  
Heads," dated June 14, 1990  
(hereby cancelled)
- (c) DoD Directive 5105.45,  
"Uniformed Services University  
of the Health Sciences  
(USUHS)," dated April 19, 1991
- (d) USUHS Instruction 5004,  
"General Procedures and  
Delegation of Authority," dated  
January 3, 1990